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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

NO. [REDACTED]

13 January 1953

SUBJECT: Ninth Agency Orientation Course

REFERENCE: CIA Regulation [REDACTED]

1. The Office of Training will conduct the Ninth Agency Orientation Course on Tuesday, Wednesday, Thursday, and Friday, 10 through 13 February 1953, from 0900 to 1200 hours each morning. The Course will be held in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street). CIA badges must be shown to gain entrance to the Auditorium. Printed programs of the Course will be sent to each Office for distribution to personnel nominated to attend.

2. In accordance with CIA Regulation No. [REDACTED] (5 September 1952), the following policy governs attendance at the Agency Orientation Courses:

a. All CIA personnel, Grades GS-5 and above, who have not attended any previous Agency Orientation Course, are required to attend one of these quarterly courses.

b. The priority in filling quotas will be determined by length of service with the Agency. Office heads are directed to make their personnel available for one of the Orientation Courses within two years of their entrance on duty.

c. The Office of Training will assign a quota to each Office. Scheduling of personnel will be carried out by the Training Liaison Officers designated by the various Office heads, with the help of the Chief, Orientation and Briefing Division, Office of Training, acting for the Director of Training.

3. No arrangements can be made for those attending the Course to park in the vicinity of the South Agriculture Building. Special Capital Transit chartered busses, therefore, will leave at 0830 hours each morning from:

a. The "loop" at the north end of "M" Building to transport those persons whose offices are located in North, Central, South, Administration, "M", "Q", Riverside, and adjacent buildings.

Rescinded

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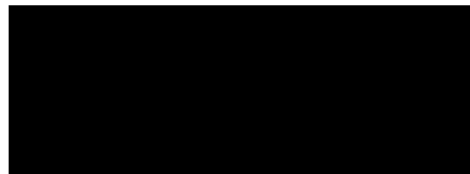
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b. Gate 9 in the rear of "K" Building to transport those persons whose offices are located in "I", "J", "K", "L", and adjacent buildings.

c. Quarters "I" to transport those persons whose offices are located in that general area.

The busses will make a return trip to these three points at noontime.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 2